



U.S. SEVENTH FLEET BAND REQUEST FOR MUSICAL SUPPORT

Please email request to
C7FBandoperations@us.navy.mil

Tel: +81-046-816-7319
DSN: 315-243-7319

**Please see instructions and FAQs on page 2-3.*

1) Type of event – please check the box that best describes your event.

Military Ceremony

Military Ball

Grade/Rank/Name of senior ceremony participant

Memorial Service/Funeral

Other Event (please specify)

Official/Post Event Reception

NOTE: If band support is approved, U.S. SEVENTH FLEET BAND will perform national anthems.

2) Date of Event

(1000 Friday is the most requested time)

3) Start Time

(1000 and 1400 are optimal times for ceremonies)

4) Location

Indoors

Outdoors

5) Participant

Uniform

6) Point of Contact

Name & Rank	Phone	Email
1.	1.	1.
2.	2.	2.

7) Event Description/Additional Information (Ex: NSN Change of Command, CAPT Smith Retirement Ceremony, etc.)

8) Full Command/Sponsoring Organization Name and Local Mailing Address

I acknowledge that the C7FB will perform all honors and national anthems.

CO/XO/OIC Signature

Print name and title

Email

Questions? Please call U.S. SEVENTH Fleet Band Operations Desk at DSN: 315-243-7319



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FORM INSTRUCTIONS

1. Type of Event:

- a. Check “Military Ceremony” for official ceremonies (i.e. Change of Command, Retirement, Decommissioning, etc.)
- b. In the blank space, list the **highest ranking officer** in the official party (ex: CAPT Jones is retiring and his guest speaker is VADM Smith – list VADM Smith)
- c. Check “Other Event” for any other military sponsored event that does not fall in the listed categories (i.e. building dedication, base sponsored block party, tiger cruise, return to homeport, etc.)

2. Date of Event:

- a. The date the event/ceremony will be taking place in DD-MMM-YY format.

3. Start Time:

- a. The time your event will begin, NOT the time you would like the Band to be there.
- b. Listing an incorrect start time could potentially lead to cancelation of musical support.

4. Location:

- a. Check box for indoor/outdoor.
- b. In the box provided, please list the full address and name of the event location.

5. Participant Uniform:

- a. Select the uniform the **official party** will be wearing.
- b. Please note abbreviations for dress uniforms:
 - Full Dress Blue (FDB) = Dress Blues with large medals
 - Service Dress Blue (SDB) = Dress Blues with ribbons
 - Dinner Dress Blue (DDB) = Dress Blues with mini medals

6. Point of Contact:

- a. Provide name and rank, phone number, and email for up to two points of contact for the event/ceremony.

7. Event Description/Additional Information:

- a. Provide as much information as you can about your ceremony including any requests for specific musical units.

8. Full Command/Sponsoring Organization Name and Local Mailing Address:

- a. Provide the name and address of sponsoring command or organization.
- b. Check box to acknowledge that the SEVENTH Fleet Band will perform all honors including the national anthems.
- c. Digital or Wet Signature of CO/XO/OIC along with printed name, title, and email.

9. Submit your form to: C7FBandoperations@us.navy.mil. In the subject line please provide the date and name of the event (ex: 23 JUN 2026 change of command for USS Ship)



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Frequently Asked Questions:

Q. Why do you need to know who the highest ranking officer is and what if that has not been determined at the time of submission?

A. It is important that we are aware of any Flag Officers (O7 – O10) in the official party so we can plan to support appropriately. If undetermined, write TBD in the blank space and let us know when the official party has been finalized.

Q. What days are best for requesting a ceremony?

A. The most requested time is Fridays at 1000. For the best chance of having the band present at your event, we recommend choosing a day earlier in the week.

Q. What is preemption by Operational Commander?

A. Commander, U.S. SEVENTH Fleet outlines C7F Band's priorities. In the event your engagement is preempted by a higher priority request, we will adjust and continue to provide support if we are able.

Q. How early can I submit my request?

A. You may submit your request at any time, however, we cannot approve military ceremonies until 90 days prior to the event; retirements, depending on rank and time of year, are approved 30-60 days prior to the event. All requests submitted before this window will be placed in an interim status and pulled for review at the appropriate time.

Q. What if I want the Band to arrive at a specific time?

*A. Any specific requests can be listed in block 7. It is imperative that you provide the **actual start time** of your ceremony in block 3 so that we can determine what group to send and how many other engagements we can support the same day.*

Q. Will the Band attend the rehearsal for our ceremony?

A. In order to support as many requests as possible, attending rehearsals is not feasible and to do so would mean we might have to say no to other engagements. For events outside of the norm, we may send a representative if we are able. Please feel free to give us a call before or after your rehearsal if you have any questions!

Q. Can I request the Band to wear NWUs (camouflage) or NSUs (Navy Service Uniform)? Or blues during whites season?

A. Yes, as long as your event takes place on a military installation. When performing in public, we are required to wear dress uniforms. We ask that you be mindful of seasonal uniform shifts; however, if you/your command is set on a specific uniform, we are happy to oblige.

Q. Why do I need a CO/XO/OIC signature on the request form?

A. This signature ensures that your event is command sponsored. We cannot provide support to private events.

Q. What if I want someone from my command to sing the National Anthem?

A. Performing honors to the United States of America is one of our primary duties and should be held to the highest standard. In accordance with US Navy Regulations and DoD Instruction 5410.19-V4, the official DoD arrangement of the national anthem in the key of B-flat and is the only arrangement authorized. We do not perform national anthems with anyone outside of the MU rating.